

**HOUSATONIC COMMUNITY COLLEGE**  
JOB OPPORTUNITY

**INSTRUCTOR OF MEDICAL ASSISTING**

Full-time, 10-Month, Non-Tenure-Track Position  
Renewable for the duration of the Grant (Three years)

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**ANTICIPATED START DATE:** Spring 2014

**MINIMUM QUALIFICATIONS:** A current professional certification as a medical assistant through the AAMA, AMT national accrediting agencies or a credentialing organization accredited by the NCCA. An ASSOCIATE DEGREE in medical assisting and Master's degree in health sciences, higher education or other discipline relevant to this position. Knowledge of educational theory and techniques; minimum of two years college/business school teaching as a medical assisting instructor and field experience as a clinical and administrative medical assistant performing or observing administrative or clinical procedures; and minimum of 3 years of experience in healthcare, including minimum of 40 hours of experience in an ambulatory healthcare setting performing or observing administrative and clinical procedures performed by medical assistants. Documented ability to work independently as well to effectively communicate within the college and health care environments. Experiences that relate to educating, supporting and assessing students as they develop the technical, behavioral and ethical attributes necessary to enter professional practice as a medical assistant.

Applicants who do not meet the minimum qualification as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**PREFERRED QUALIFICATIONS:** Project management, program development and medical office administrative experience preferred.

**RESPONSIBILITIES:** Under the direction and supervision of the Mathematics/Science Department Chairperson, this individual is responsible for developing the program; applying for national program accreditation; program effectiveness (including outcomes, organization, administration, continuous review, planning and development); maintaining program accreditation; developing policies and procedures for the program; legal and ethical operation of the program; budget of the program; overseeing program and curriculum development, scheduling of courses, part-time faculty recruitment and supervision; program evaluation and assessment, articulation with other institutions and student recruitment and retention. These responsibilities include such essential tasks such as: preparing and teaching college-approved courses; fulfilling accrediting agency requirements; developing syllabi and reading lists; engaging in professional development; student evaluation and outcomes assessment; student recruitment and retention; selecting and working with the advisory committee; teaching up to eighteen credit hours per academic year; assisting in the selection of texts and related teaching resources, mentoring students and instructors in the program. Community service activities consistent with the mission of the College and Connecticut Community College System. This instructor is also required to participate in college meetings; commencement and convocation activities as well as special College meetings. Teaching schedule may include evenings and/or weekends.

**STARTING SALARY:** \$49,136.00 approximate annual salary, with full benefits package.

**TO APPLY:** Submit a **letter of interest, current resume** and **completed (typed) Connecticut Community College Employment Application\*** to:

**INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**

Human Resources Department  
Instructor of Medical Assisting Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or

**NO FAXES PLEASE**

E-mail: [ho-humanresources@hcc.commnet.edu](mailto:ho-humanresources@hcc.commnet.edu) (8 PAGES OR LESS)

**APPLICATION DEADLINE:** Application materials must be **RECEIVED** on or before **NOVEMBER 27, 2013.**

\*Available online at [http://www.hcc.commnet.edu/HR/apps/State\\_App\\_UnclassEEO-2012.docx](http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx).  
(Application must be completed in its entirety; references to resume or CV are not acceptable.)

Posted: 10/29/13

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.